



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
OFFICE OF FINANCIAL AND INSURANCE SERVICES
DEPARTMENT OF LABOR & ECONOMIC GROWTH
DAVID C. HOLLISTER, DIRECTOR

LINDA A. WATTERS
COMMISSIONER

January 18, 2006

TO: Mortgage Broker, Lender, and/or Servicer Licensee or Registrant Addressed

RE: Annual Report and Annual Operating Fee Information – ***Due February 28, 2006***

Section 21(3) of the Mortgage Brokers, Lenders, and Servicers Licensing Act (MBLSLA), as amended, requires the filing of an annual report concerning the business and operations of the licensee/registrant under the MBLSLA during the immediately preceding calendar year. Also, the section of the MBLSLA makes it a felony to knowingly subscribe and affirm a false statement on the report.

The annual report (form FIS 1077) for the year ended December 31, 2005 must be filed electronically. It is available on the Office of Financial and Insurance Services (OFIS) website: www.michigan.gov/ofis. Under 'Featured Services', select Annual Report/First Mortgage; then follow the directions.

Successful filing of the report requires the use of the Identification Number that is printed on the mail address sheet and the draft paper copy of the report contained in this mailing.

Also, the draft paper copy contains licensee specific information to be used when filing the report online. Use the paper copy of report to draft the responses before completing the electronic submission. Drafting the responses will reduce errors and speed the electronic filing process.

Filing the annual report.

- Locate the DRAFT copy of the report included in this mailing.
- Complete the DRAFT copy of the report prior to attempting to file the report online.
- Note the Identification Number is located below the Certification statement on the form. The seven-character number is required for successful filing of the report.
- Provide an e-mail address for the confirmation of report filing to receive a confirmation and PDF (Portable Document Format) file of the report filing.

Annual operating fee. Mortgage loan activity information requested in the annual report will be used to determine the annual operating fee for the license/registration. Failure to provide the required information by the February 28, 2006 due date may result in the assessment of the maximum operating fee for the renewal of the license/registration.

Late filing. Filing the annual report after the February 28, 2006 due date will result in the licensee/registrant being subject to a penalty of \$25.00 for each day the report is delinquent, to a maximum of \$1,000.00, pursuant to section 8(6) of the MBLSLA.

Failure to file. A failure to file the annual report will result in the commencement of administrative action against the license/registration.

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Annual filing information is available on the OFIS website: www.michigan.gov/ofis. Under 'Featured Services', select the Mortgage Licensees/Registrants Locator; then follow the directions to locate the licensee/registrant; then click on the licensee/registrant name to view OFIS Detailed Information and Reporting Dates. If the annual filing has been received and processed by OFIS, the receipt date will be displayed.

If you have a question regarding the annual report filing, please contact this office at a number listed in the letterfoot. Ask or leave a message for Allan Huber or Debra Smith.

Sincerely,

A handwritten signature in cursive script that reads "Kirt L. Gundry".

Kirt L. Gundry, Director
Mortgage and Consumer Finance Section

Enclosure

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